

ARMISHA MICHAEL PAXTON

OBJECTIVE

I would like to apply my experiences and skills obtained from my various work experiences ranging from researching information to organizing and filing toward a library services position in an organization offering potential for personal and professional growth.

EXPERIENCE

2007 – Present	Indiana State Police Criminal Justice Data Division N 340, IGCN, 100 N. Senate Avenue	Indianapolis, IN 46204 (317) 232-8288
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Secretary IV

- Organizing and filing
- Coordinating supervisor's and division resources' calendars
- Managing division supplies' stock levels
- Maintaining employee equipment and attendance records
- Preparing In-State and Out-of-State training and travel requests
- Scribing and mailing/ faxing correspondence
- Answering phone calls
- Handling and routing mail

2005 – 2007	Indiana Bureau of Motor Vehicles Investigations and Security Division N 440, IGCN, 100 N. Senate Avenue	Indianapolis, IN 46204 (317) 232-1798
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Administrative Assistant III

- Organizing and filing
- Training Investigators on Case Management and other software
- Preparing In-State and Out-of-State training and travel requests
- Handling attendance
- Answering phone calls
- Handling and routing mail

2001 – 2003	Indiana State Police Training Division N 340, IGCN, 100 N. Senate Avenue	Indianapolis, IN 46204 (317) 232-8329
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Secretary III

- Organizing and filing
- Preparing In-State and Out-of-State training and travel requests
- Maintaining employee training and attendance records
- Answering phone calls
- Handling and routing mail

ARMISHA MICHAEL PAXTON

Secretary IV

- Organizing and filing
- Preparing instructor assignments for the ISP Recruit Schools and the Superintendent's In-Service Training program
- Maintaining employee training and attendance records
- Answering phone calls
- Handling and routing mail

1997–1999 Panorama Travels Pvt. Ltd. Bombay, India
7 Jakeria Building, 400 003
Sheriff Devji St, +91 (22) 342-8134
Masjid Bunder Rd, Fax - +91 (22) 344-5720

Reservation Counter Staff

- Interacting with customers
- Preparing invoices, handling payments, assisting with accounts
- Booking flight reservations
- Assisting with visa arrangements
- General secretarial work

1997 ACMA Travel Tours, Bangalore, India
30/1, 3rd Floor, 560 027
SJ Tower, Mission Rd +91 (80) 221-7740

Airline Reservation Trainee

- Interacting with customers
- Preparing invoices, assisting with accounts
- Booking flight reservations
- Assisting with visa arrangements
- General secretarial work

EDUCATION

2009 Indiana University School of Library and Information
Sciences, Indianapolis

- Applied *via* Indiana's Librarians Leading in Diversity (I-LLID) Master of Library Science Fellowship – Currently in the Second Semester of the Program. Expected to graduate May 2010.

1993–1996 Bishop Cotton Women's Christian College, Bangalore, India

- B.A., Psychology, Sociology, History

INTERESTS

My family, Bible study, reading, cooking, yoga, music & meditation.

REFERENCE

Provided upon request.